PPPI

PHILIPPINE PHARMA PROCUREMENT, INC.
Formerly PITC Pharma, Inc. (PPI)

BAC/RFQ 2016-07-025

July 7, 2016

REQUEST FOR QUOTATION

Philippine Pharma Procurement, Inc. ("PPPI"), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated (Small Value) Procurement** for the item/s stated below, in accordance with **Section 53.9, Small Value Procurement,** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
1812	One (1) Full Package Payroll System	Php 70,000.00
		Php 70,000.00

Award of contract shall be made to the bidder with the lowest quotation for the subject good(s) which comply with the minimum technical specifications and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) **on or before July 14, 2016** at the BAC Secretariat Office, 2nd Floor, NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City. Open submission may be done, manually or through Facsimile No. (02) 840 3372. _**Use of forms other than the attached PPPI prescribed PQF is not acceptable.**_

Minimum Requirements for the Prospective Bidders:

1. Price must be VAT inclusive
2. Please refer to attached Terms of Reference for Scope of Project
3. Bid Validity: Sixty (60) calendar days from submission of bid

Interested supplier/service provider is required to submit the following documents: (1) DTI/SEC Registration; (2) Valid Mayor's Permit; (3) BIR Registration (Form 2303); (4) PhilGEPS Certificate

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

PPI reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

JOYCE ANNE N. ALIMON
Chairperson

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
Philippine Pharma Procurement, Inc.
2nd Floor, NDC Bldg., 116 Tordesillas St.,
Salcedo Village, Makati City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

Item No.	Specification	Qty.	Unit Price	TOTAL PRICE (VAT INCLUSIVE)
1	One (1) Full Package Payroll System (See attached Terms of Reference & Technical Specifications))	1 Full Package		

AMOUNT IN WORDS: _____

We undertake, if our Quotation or bid is accepted, to deliver the above goods/services stipulated and accordance to Terms of Reference.

1. We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.

2. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods/services delivered.

3. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature   : _____

Printed Name   : _____

Date   : _____

Company Name : _____

Contact No.   : _____

PROPOSED BUDGET FOR THE CONTRACT: **PHP 70,000.00 (VAT-inclusive)**

TERMS AND CONDITIONS OF CONTRACT:

Number of Users: Unlimited

Number of Work stations: 10

Timekeeping:
- Allows Full-flexi shift and Four-day work week schedule
- Monthly leave accrual
- Accurate computation of number of absences and minutes/seconds of tardy and undertime.
- Must have a leave ledger per employee
- Automatic deduction of leave balances according to employee's leave credits/balance
- Can generate annual leave credits/balance report per employee

Payroll System Specifications:
- Allows automatic deduction, changes, and updating of deductions of all government required contributions (eg, GSIS, Philhealth, Pag-Ibig, PPPI-Employees Association, among others); and allows viewing and printing of the above;
- Has automated loans and loan repayments monitoring and tracking or a maintenance module from these government agencies, and the PPPI-Employees Association;
- Allows automatic computation and deduction of withholding tax due to BIR, generates 1604CF and BIR Form 2316;
- Able to process different (unlimited) pay types (salary, overtime, etc.), computes for service charges and other income and/or benefits (CNA, honoraria, etc.);
- Generate automatic journal entries of payroll transactions; or generate payroll data and transactions that can be readily uploaded to the existing accounting system to generate journal entries;
- Retro computation of basic salary, overtime, honoraria, other income;
- With security and passwording features;
- Automatic tracking of earned leave credits, leaves usage, and balance;
- Records and maintains Payroll history;
- Undertime and overtime tracking;
- Automatic authorized overtime computation;
- Database import/export modules;
- Salary increase – current and retro;
- Standard reports module; and
- Unlimited authorized users

- Emailing of payslip;

Income

- Unlimited Number of Bonuses and Earnings
- Unlimited Number of Leaves Creation
- Maintains Vacation Leave Filing and Approval
- Maintains Sick Leave Filing and Approval
- Maintains Emergency Leave Filing and Approval
- Maintains Maternity Leave Filing and Approval
- Convert Leaves to Cash Option
- ECOLA Field
- Commissions and Piece Rate Computations
- 13th Month Computation
- Retirement / Final Pay
- User configurable if Earning is TAXABLE, SSS, PHILHEALTH, HDMF
- Tax Shielding Feature
- User specified frequency of Recurring Income

Deduction

- Unlimited Number of Loan Types
- Unlimited Number of Deduction Types
- Maintains Loan amortization and balances
- User specified frequency of Recurring Loan and Deductions
- Undertime and Absences deductions

Other Features

- Tax Projection Capability
- Check, Cash, Bank ATM Payment Mode
- General Ledger Entries Export
- All Grid Reports can be exported to Text File, HTML or Microsoft Excel
- Multiple Pay Slips to choose from
- Email Payslip
- Logs Management
- Analysis and Exception Reports, Charts, Certificates, Letters
- Medical Profiles and Reports
- Editable Certificate and Letter Templates

Payroll System General Features

- Unlimited Number of Users
- Unlimited Number of Departments

- Unlimited Number of Positions
- Unlimited Number of Employee Types
- Unlimited Number of Cost Centers
- Unlimited Loan Entries
- Eight Extra Custom Groupings
- Eight Extra Custom Fields
- Five Extra Custom Dates
- Daily, Weekly, Semi-Monthly, Every Two Weeks, Monthly Pay Frequency
- Hourly Rate, Daily Rate or Flat Rate Pay Type
- User Defined Payroll Templates

Government

- User Editable Phil Health Table
- User Editable SSS Table
- User Editable Pag-ibig HDMF Table
- User Editable TAX Tables
- User Editable De Minimis Table
- Beginning Year To Date entries (up to 3 previous employers)
- Supports Monthly Remittance Return, Monthly Alphalist and Annual Alphalist
- SSS Sickness and Maternity Reimbursement
- Supports Premium Remittances for SSS, PhilHealth and Pag-Ibig
- Supports Loan Remittances for SSS and Pag-Ibig